

STATINTL

TO :

FROM : CIA Records Administration Officer

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.

2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.

3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.

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25 YEAR RE-REVIEW

RECORDS

44510	cu. ft. of records on hand 1 July 1962
46877	cu. ft. of records on hand 30 June 1963
1136	cu. ft. destroyed during FY 1963. (Do not include those destroyed by the Records Center.)

EQUIPMENT

<u>Type</u>	<u>Number</u>
Safes	
4-drawer	485
5-drawer	48
2-drawer	189
(Card size)	27
Cabinets	
5-drawer	245
4-drawer	10
card sizes	1346
(3x5, 5x8, IBM, etc.)	

Map cases 5

Other (exclude shelf filing)

Saf-T-Stak - 5774, Book cases - 18
Electric card files - 4, Misc ²⁶

STATINTL

Area Records Officer

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